

DELAWARE TRANSIT CORPORATION

POSTING NO. 099-2016

POSITION VACANCY POSTING

DATE OF POSTING July 8, 2016

CLOSING DATE July 22, 2016

METHOD OF APPLICATION: Employment Application

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **July 22, 2016**.

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POSITION #: 039 JOB CODE #: 082

POSITION TITLE Contract Administration Manager

PAY GRADE 18 PAY RATE PAY RANGE \$54,017 - \$67,521
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Fiscal

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CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Contract Administration Manager is responsible for completing the full range of contract administration and procurement functions. The Contract Administration Manager handles contracts that are complex in nature and performs a wide range of contract administration duties. This involves the development of Invitation to Bid and Request for Proposal documents and managing the procurement process. Specific responsibilities include analysis of bid results, processing funding requests, processing change orders, performing cost and price analysis, approving purchase orders, ensuring timely ordering of bus parts, monitoring the completion of purchases, and ensuring policies are followed throughout the procurement process. The Contract Administration Manager also develops leases, park-n-ride agreements, fare card agreements and memorandums of understanding. The Contract Administration Manager must ensure that all applicable Federal, State and internal/external procedural requirements are met.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Three years' experience in contract administration and procurement services which includes overseeing the development and negotiation of contracts and bid specifications, managing bid opening; awarding and executing contracting and purchasing goods, and services in accordance with Federal Transit Administration (FTA), the State of Delaware, and the Delaware Transit Corporation procedures.
(Applicant must detail all experience in contract administration and procurement services in accordance with Federal Transit Administration (FTA), the State of Delaware, and the Delaware Transit Corporation procedures).
2. Experience in supervising staff which includes planning, assigning, reviewing and evaluating work of others.
(Applicant must detail all experience in supervising and managing staff).
3. Three years' experience in interpreting and applying contract-related state and federal laws, rules, regulations, statutes, and procedures to the acquisition and contract administration of extensive or unique equipment and service.
(Applicant must detail all experience in interpreting and applying contract-related state and federal laws, rules, regulations, statutes, and procedures to the acquisition and contract administration of extensive or unique equipment and service).
4. Experience in performing audits of various financial documents.
(Applicant must detail all experience in performing audits of various financial documents).

JOB DESCRIPTION: AVAILABLE ON-LINE AT **www.dartfirststate.com**

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EQUAL OPPORTUNITY EMPLOYER

"Application must specifically address each Preferred Qualification"

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

JOB APPLICATIONS ARE AVAILABLE ON-LINE AT: www.dartfirststate.com

Delaware Transit Corporation

Issued: May 23, 2016

Job Code:082
Pay Grade: 18

Contract Administration Manager

Position Summary

The Contract Administration Manager is responsible for completing the full range of contract administration and procurement functions. The Contract Administration Manager handles contracts that are complex in nature and performs a wide range of contract administration duties. This involves the development of Invitation to Bid and Request for Proposal documents and managing the procurement process. Specific responsibilities include analysis of bid results, processing funding requests, processing change orders, performing cost and price analysis, approving purchase orders, ensuring timely ordering of bus parts, monitoring the completion of purchases, and ensuring policies are followed throughout the procurement process. The Contract Administration Manager also develops leases, park-n-ride agreements, fare card agreements and memorandums of understanding. The Contract Administration Manager must ensure that all applicable Federal, State and internal/external procedural requirements are met.

Typical Duties

The following is not a complete list of duties, and incumbents may be required to perform job duties similar to the kind listed below.

- Prepares solicitations according to procedures mandated by DTC, the Federal Transit Administration (FTA), and the State of Delaware
- Coordinates the internal review process for routing and approval of solicitations and contracts; monitors and implements proposed contract amendments
- Reviews and evaluates bids and proposals; composes and prepares contract award and execution documentation such as bid/proposal evaluation sheets, single bid analysis memorandum, sole source documentation, cost and price analysis documentation as required by the FTA, pre and post-negotiation memoranda, summary memoranda for proposers' oral interviews, and technical evaluation of price proposals and related documents
- Collaborates with Project Managers on procurements and provides outstanding customer service while remaining compliant with all laws, regulations and internal practices
- Interprets and applies contract-related state and federal laws, rules, regulations, and statutes, regulations and procedures applicable to the acquisition and contract administration of extensive or unique equipment and service
- Facilitates pre-proposal conferences, explains DTC's contract award procedures and guidelines, and assists in meetings with vendors and their representatives
- Facilitates proposal evaluations and best and final offer reviews
- Manages the contract and procurement staff
- Maintains business relationships to facilitate new and continuing contracts and agreements
- Tracks, prepares reports, and presents formal findings of key functional metrics to reduce expenses and improve effectiveness
- Ensures receipt of required insurance, bonding and license documents
- Negotiates with prospective vendors to establish the most favorable terms for purchase orders and contracts

- Interviews prospective vendors to determine usefulness of product or service lines to DTC, as needed
- Prepares preliminary determinations of responsiveness and responsibility
- Performs FTA responsibility audit to include audit of various financial documents
- Monitors open purchase orders and contracts for compliance with delivery schedules, performance and other terms. Recommends termination of default or convenience.
- Oversees development of standards and policies, and monitors compliance

Knowledge, Skills and Ability

The following is representative of the knowledge, skills, and abilities and is not all inclusive of every position under this job description.

- Knowledge of basic accounting, budgeting and cost and price analysis principles.
- Knowledge of applicable laws, codes and regulations related to public agency contract administration.
- Knowledge of public purchasing and contract administration principles, practices and techniques.
- Knowledge of principles, practices and terminology related to the administration of services, lease and license agreements, purchase orders, minor public works contracts, and maintenance and procurement contracts.
- Skill in using Microsoft Word, Excel, PowerPoint and/or Access.
- Skill in reading and interpreting plans, specifications and contract documents.
- Ability to use analytical skills to problem solve.
- Ability to maintain accurate records and files.
- Ability to prepare clear, accurate and concise contract documents, correspondence and other written materials.
- Ability to analyze forecasting methods, seasonal requirements, consolidated purchase, cooperative purchases and state contracts.

Preferred Qualifications

- Three years' experience in interpreting laws, rules regulations, standards, policies, and procedures
- Three years' experience in contract administration and procurement services which includes overseeing the development and negotiation of contracts and bid specifications, managing bid openings; awarding and executing contracting and purchasing goods, and services
- Experience supervising staff which includes planning, assigning, reviewing, and evaluating work of others
- Experience developing policies and procedures

Working Conditions

This position generally involves work in the incumbent's office at a particular location. The workday is generally regular, although extended workdays to meet external deadlines are not infrequent.

	FLSA
□	Exempt
	Non-Exempt

